



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY MILITARY DISTRICT OF WASHINGTON**  
**JOINT FORCE HEADQUARTERS-NATIONAL CAPITAL REGION**  
**102 3RD AVENUE, BLDG 39, SUITE 2**  
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**MAR 14 2016**

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Policy Letter – Awards and Decorations – Memorandum #6**

**1. REFERENCES.**

- a. Army Regulation 600-8-22 (Military Awards).
- b. Instruction 36-198, NORAD-USNORTHCOM, subject: Civilian Awards.
- c. Memorandum, JFHQ-NCR/USAMDW, subject: Operating Procedure – Civilian Performance Management and Recognition Awards Program – Memorandum #21.
- d. Army Pamphlet 672-20 (Incentive Awards Handbook).
- e. Directive 1400.25, Department of Defense, subject: Department of Defense Civilian Personnel Manual, Subchapter 451.
- f. Instruction 36-137, NORAD-USNORTHCOM, subject: Quarterly and Annual Awards Programs.
- g. Memorandum, JFHQ-NCR/USAMDW, subject: Operating Procedure – Civilian Recognition Program – Memorandum #7.
- h. AR 600-8-2 (Suspension of Favorable Personnel Actions (FLAGS)).
- i. Department of Defense (DoD) Manual 1348.33, Volumes 1-3, (Manual of Military Decorations and Awards).
- j. Memorandum, JFHQ-NCR/USAMDW, subject: Policy Letter – Military Coins Purchased with Appropriated Funds – Memorandum #14.
- k. Instruction 36-134, NORAD-USNORTHCOM, subject: Joint Awards and Decorations.
- l. Directive 1348.19, Department of Defense, subject: Award of Medals, Trophies, Badges, and Similar Honors in Recognition of Accomplishments.
- m. Army Regulation 672-20 (Incentive Awards).

**2. PURPOSE.** To provide guidance to Joint Force Headquarters-National Capital Region

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(JFHQ-NCR) and U.S. Army Military District of Washington (USAMDW) personnel on military and civilian awards. To administer an awards program which enhances mission accomplishment and provides tangible acknowledgment by recognizing servicemembers and civilians for excellence and motivating them to high levels of performance and service.

3. APPLICABILITY. These procedures are applicable to all servicemembers and civilians assigned to the Joint Force Headquarters – National Capital Region and the U.S. Army Military District of Washington, or when assigned/attached or under the tactical/operational control of the Joint Task Force–National Capital Region (JTF-NCR).

#### 4. RESPONSIBILITIES.

a. The Director of Human Resources, J/G1, will:

(1) Develop policy and procedural guidance to ensure the command's military decorations and civilian awards are consistent and uniform throughout the command and with the award policies of the DoD, U.S. Northern Command (USNORTHCOM), and the Services.

(2) Be responsible for processing award submissions within the command and procuring appropriate certificates, citations, and medal sets for initial issue for those awards approved at JFHQ-NCR/USAMDW level.

(3) Maintain historical files on all approved/disapproved award recommendations.

(4) Design and maintain an adequate supply of the JFHQ-NCR/JTF-NCR/USAMDW Certificates of Achievement and Appreciation.

b. Individual. Any individual having personal knowledge of an act, achievement, or service believed to warrant the award of a decoration, may submit a formal recommendation into military command channels for consideration. An individual may not recommend himself/herself for an award.

#### 5. POLICY.

a. General.

(1) The decision to award a decoration and the decision as to which award is appropriate are both subjective decisions made by the commander having award approval authority. Awards for meritorious achievement or service will not be based solely upon the grade of the intended recipient. Rather, the award should reflect the individual's level of responsibility and manner of performance. Time spent in the command may also impact the level of performance and overall contribution to the command's mission. The degree to which an individual's achievement or service enhanced the readiness or effectiveness of the organization will be the predominant factor.

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(2) The approval authority has reserved the right to downgrade award recommendations. There is no delegation of authority to MSC Commanders.

(3) Conditions for an Award.

(a) Meritorious Service. Meritorious service is individual performance of duty exceeding that expected by virtue of grade and experience, based on accomplishments during an entire tour of duty.

(b) Outstanding Achievement. Outstanding achievement is a single specific act or accomplishment, such as a special project, that is separate and distinct from regularly assigned duties. A recommendation for an outstanding achievement award is not intended to provide a means to authorize additional decorations or a decoration when the conditions for a completed period of service have not been fulfilled. An outstanding achievement normally covers a short period of time with definite beginning and ending dates. A recommendation for an outstanding achievement award should be submitted only when the achievement is of such magnitude that it cannot be recognized in another way and when delaying such recognition until completion of the individual's period of service would diminish the significance of the accomplishment.

(c) Servicemembers and civilians must adhere to their Service's standards to be eligible for an award. The recommending official or the supervisory chain of command will inform the approving official of any pending unfavorable personnel actions. The approving official must consider all facts, evidence, and circumstances surrounding the unfavorable personnel actions when considering a member for an award.

(4) The number of decorations awarded to servicemembers and civilians is not limited; however, only one decoration may be awarded for the same act, achievement, or period of service. Defense decorations may not be awarded for an act, achievement, or period of service for which a Service decoration has already been awarded.

(5) Due to the unique nature of civilian service, specifically the longer period of assignment, permanently assigned Department of the Air Force Civilians (DAFC) and Department of the Army Civilians (DAC) may be considered for a service award on a case-by-case basis every four years. The completion of this specific period of service will not, by itself, result in an award; rather the four-year increment provides the opportunity to periodically recognize civilian employees for their service to the Command. Civilians must adhere to their Service's standards to be eligible for an award.

(6) The intent is to present all awards prior to the individual's departure or retirement with the appropriate degree of formality in a fitting ceremony. Civilians may present awards to servicemembers. Commanders, Directors and Staff Principals are responsible for the entire ceremony, including scheduling the place of presentation, photographer, inviting guests, etc.

(7) Retirement by itself should not be justification for a higher-level award than supported by the individual's level of responsibility and manner of performance.

b. Joint Award Policy.

(1) In accordance with DoD policy, only those servicemembers and civilians who rendered superior meritorious service while *permanently assigned* to a joint duty activity (JDA) or assigned to a JTF headquarters are eligible for consideration of a Joint decoration. A JTF commander, the staff, and other servicemembers and civilians assigned and/or attached to a JTF as individuals (not as members of a Service unit) may also be eligible for Joint decorations and the Joint Meritorious Unit Award (JMUA) to recognize exceptional service or achievement.

(2) Members of Service-unique units assigned and/or attached to a JTF are not eligible for Joint decorations or awards, but retain eligibility for award of personal performance and unit awards from their respective Military Departments. They may not be awarded Joint decorations nor be included in the award of the JMUA. Additionally, being under the operational control/tactical control of a JDA or JTF does not constitute Joint decoration eligibility. Personnel who are assigned to Military Department components that are subsequently attached to a JDA or JTF for administrative or exercise purposes shall not be eligible for Joint decorations.

(3) Service and Achievement award submissions for JFHQ-NCR assigned personnel will be for Joint awards and not Service awards. Exception to this policy is made for individuals who are retiring or separating as these personnel may be submitted for a Service award. Recommending officials may recommend the servicemember for an appropriate decoration from the servicemember's respective Military Department in lieu of recommending the individual for a Joint decoration. For Army personnel, justification may include achievements from the current tour as well as achievements from the last ten years of service. All other Services, whether seeking a Joint or Service award, may only use the current joint assignment to justify approval of the award. An individual may not receive two awards, i.e., DoD and Service award, for the same act or period of service.

(4) Individual Mobilization Augmentees, Reservists and National Guardsmen assigned to the JFHQ-NCR in Joint mobilization manpower billets, as reflected in Joint mobilization augmentation documents, are fully eligible for Joint awards for both achievement and service. Due to the unique nature of Reserve Component (RC) service, specifically the longer period of assignment, extended tour decorations may be authorized on a case-by-case basis. When considering RC personnel for an extended tour Joint decoration, the approval authority should look closely at both the length of current assignment and the actual number of days worked during that entire period. For instance, if a member has been assigned to the Command for eight years, but worked only 30 days during each year, they may not warrant an extended tour decoration. Whereas a member assigned for five years, who has worked the majority of days during each of those years, may warrant the extended tour medal. At a minimum, it is N-NC policy that RC personnel must be assigned to the Command for at

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least four years before consideration for an extended tour medal is given. Joint decorations for impact follow the same guidelines as the active component.

(5) USAMDW military and civilian personnel identified against the JTF-NCR Joint Manning Document (JMD) are not entitled to a joint end-of-tour or retirement award. They may receive the appropriate Service award upon departure from the command.

c. Other Awards and Recognitions.

(1) Annual Civilian Performance Based Awards. Annual performance awards are not automatic or mandatory. DAC see reference 1.a. and DAFC see reference 1.b.

(2) Length of Service (LOS) Certificates. These awards recognize significant milestones in Civilian employees' careers and emphasize service to the Government, rather than service to a particular department or agency. When eligibility for LOS recognition is computed, employees should receive credit for total Federal service, including civilian and all honorable military service. The most commonly used LOS certificates are printed by the Government Printing Office and obtained through the U.S. Office of Personnel Management (OPM).

(3) Monetary Awards. The use of monetary incentive awards helps to increase productivity and recognizes outstanding achievements. These awards should not be used to replace or supplement performance awards. Monetary awards will be coordinated through the J/G8 to verify the availability of funds. Guidelines for submitting and approving these awards are in reference 1.a. for DAC and reference 1.b. for DAFC.

(4) Certificates of Achievement and Appreciation.

(a) Authorized certificates are at ANNEX G. The authority to award the JFHQ-NCR and JTF-NCR certificates is vested in the CG, DCDR or CSM; and the CG or CSM for the USAMDW certificates.

(b) These certificates may be issued to military and civilian personnel assigned to the JFHQ-NCR (JTF-NCR) or USAMDW and to personnel who support, or have made a direct contribution to the mission accomplishment of the JFHQ-NCR (JTF-NCR) or USAMDW, when no other award has been presented for the same act or service. The contribution should be connected with, or related to, official JFHQ-NCR (JTF-NCR) or USAMDW duties. Submit requests within 30 days of the act or event.

(5) CG, DCDR, and CSM Coins. Military coins are powerful symbols that promote pride, build cohesion, and increase morale within an organization. They are presented IAW reference 1.c. to recognize acts of exceptional service, achievement or special recognition of a job well done, or of unique contributions toward the accomplishment of the unit's mission.



(6) 2-Star, SES, and CSM Notes. Commanders, Directors and Staff Principals can request a 2-Star/SES/CSM Note through their Executive Officer/Enlisted Advisor to recognize a life event (promotion, command selection, death of family member, birth of child, etc.) or to thank an individual for a particular achievement.

d. Special Events.

(1) Routine Recurring Missions/Official Ceremonies/Strategic Outreach/National Special Security Events/Exercises. Personnel will not be submitted for “Outstanding Achievement” decorations for participating in a recurring mission, National Special Security Event (NSSE), exercise, or short-term event unless some form of heroic or exceptional achievement/ performance occurred. Outstanding performance and achievement during these types of events should be recognized in individual end-of-tour awards/decorations or for civilians, as part of the 4 year service recognition period outlined in para 5.a.(5). Other forms of recognition (i.e. 2-Star note, coin, Certificate of Appreciation, etc.) are more appropriate and highly encouraged.

(2) Presidential Inauguration. Personnel will not be submitted for “Outstanding Achievement” decorations for participating in a Presidential Inauguration unless some form of heroic or exceptional achievement/performance occurred. Generally, outstanding performance and achievement for USAMDW/JFHQ-NCR personnel should be included and recognized in individual end-of-tour awards/decorations, or included as part of the 4 year civilian service recognition period outlined in para 5.a.(5). Similarly, for individuals augmenting the Inaugural Staff JMD a memorandum outlining the person’s contribution will be forwarded through the Commanding General to the individual’s Commander for consideration in their end-of-tour award/decoration. Other forms of recognition (i.e. 2-Star note, coin, Certificate of Appreciation, Special Inaugural Certificate of Achievement, etc.) are more appropriate and highly encouraged.

(3) State Funeral. Personnel will not be submitted for “Outstanding Achievement” decorations for participating in a State Funeral unless some form of heroic or exceptional achievement/performance occurred. Outstanding performance and achievement during this type of event should be included and recognized in individual end-of-tour awards/decorations, or included as part of the 4 year civilian service recognition period outlined in para 5.a.(4). For individuals augmenting the JTF staff, a memorandum outlining the person’s contribution will be forwarded through the Commanding General to the individual’s Commander for consideration in their end-of-tour award/decoration. Other forms of recognition (i.e. 2-Star note, coin, Certificate of Appreciation, etc.) are more appropriate and highly encouraged.

6. PROCEDURES.

a. Submit all awards through J/G1 Military Personnel Division or Civilian Personnel Division for review and coordination with N-NC or Service headquarters. J/G1 will then submit the award to the Staff Action Control Office (SACO) who will route it through the Command Sergeant Major (CSM), Chief of Staff, and Deputy Commander (DCDR), prior to the Commanding General (CG) for review

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and decision. This occurs regardless of the Service or grade of the nominee, (i.e., CSM reviews all officer and civilian awards). Awards may not be submitted directly to N-NC or a Service headquarters without the JFHQ-NCR/USAMDW Commander's concurrence.

b. Requests for exceptions to policy or procedures pertaining to Defense decorations will be forwarded to the Human Resources Directorate, J/G1.

c. A request for reconsideration of a disapproved or downgraded recommendation should be submitted to the appropriate approval authority IAW the provisions of DoD Manual 1348.33.

d. Refer to Annex A for prescribed timelines for recommendations to arrive at this Headquarters. There is no requirement for a letter of lateness if the timelines are not met.

7. PROPONENT. The proponent of this policy is the JFHQ-NCR/USAMDW Director of Human Resources, J/G1.

9 Encls

1. Annex A, Awards Approval Matrix
2. Annex B, Joint & DAFC Decorations
3. Annex C, DA Awards
4. Annex D, Unit Awards
5. Annex E, Headquarters Command Awards Competition
6. Annex F, Safety Award Program
7. Annex G, Certificates
8. Annex H, PM/PD Awards Program
9. Annex I, Retention Awards Program



BRADLEY A. BECKER  
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# ANNEX A: AWARDS APPROVAL AUTHORITY MATRIX

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## ANNEX A: AWARDS APPROVAL AUTHORITY MATRIX

	SERVICE	MC CDR	MC DC	JFHQ-NCR CDR	MDWP CDR	CDR O-6	CDR O-5	Suspension for J/63
Defense Superior Service Medal (DSSM)		YES (1)						120 Days
DA/DAFC Decoration for Exceptional Civilian Service (DECS) = DSM	Service Secretary							120 Days
Legion of Merit (LM)	YES (2)				YES (2)			90/30 Days
Joint Civilian Service Meritorious Award (JCSMA)		YES						90 Days
DAFC Outstanding Civilian Career Service Award (OCCSA) = LM		YES						45 Days
DAC Meritorious Civilian Service Award (MCSA) = LM					YES			90 Days
Soldiers Medal (SM)	YES							90 Days
Defense Meritorious Service Medal (DMSM)				YES				90 Days
Meritorious Service Medal (MSM)					YES			90 Days
DAFC Meritorious Civilian Service Award (MCSA) = MSM			YES					45 Days
DAC Superior Civilian Service Award (SCSA) = MSM					YES			90 Days
Joint Service Commendation Medal (JSCM)				YES				90 Days
Army Commendation Medal (ARCOM)						YES		90 Days
Joint Civilian Service Commendation Award (JCSCA)				YES (3)				90 Days
DAFC Exemplary Civilian Service Award (ECSA) = ARCOM				YES				90 Days
DAC Commander's Award for Civilian Svc (CACS) = ARCOM						YES		90 Days
Joint Service Achievement Medal (JSAM)				YES				90 Days
Army Achievement Medal (AAM)							YES	90 Days
Joint Civilian Service Achievement Award (JCSAA)				YES				90 Days
DAFC Civilian Achievement Award (CAA) = AFAM				YES				90 Days
DAC Achievement Medal for Civilian Service (AMCS) = AAM							YES	90 Days

NOTE 1: MC CDR for Retirement only; CJS for PCS/SVC.

NOTE 2: MDWP CDR for Retirement or Deceased only; USA HRC for PCS/SVC.

NOTE 3: Delegated 9FEB14 by MC CDR to JFHQ-NCR CDR.

Enclosure 1



## **ANNEX B: JOINT AND DEPARTMENT OF AIR FORCE CIVILIAN DECORATIONS**

### **1. Joint Military Decorations.**

a. Defense Distinguished Service Medal (DDSM). The highest Defense decoration approved and awarded by the Secretary of Defense (SecDef) to any military officer of the United States who, while assigned to a joint staff or activity, for exceptionally distinguished performance of duty that contributes to national security and/or defense affairs at the highest levels. It shall not be awarded to any officer, for a period of service for which a Service Distinguished Service Medal (DSM), or similar decoration, has been awarded.

b. Defense Superior Service Medal (DSSM). Awarded for superior meritorious service in a position of significant service and responsibility that clearly places the individual ahead of contemporaries. For PCS, the DSSM is approved and awarded by the CJCS. For retirement, N-NC Commander has been delegated approval authority for retiring O6s and above assigned under his purview.

c. Defense Meritorious Service Medal (DMSM). Awarded in the name of the Secretary of Defense to any active duty member of the Armed Forces of the United States who, while serving in a joint activity, distinguishes himself or herself by non-combat meritorious achievement or service. The required achievement or service, while of a lesser degree than that required for award of the DSSM, nevertheless must have been accomplished with distinction. Approval authority is the JFHQ-NCR /USAMDW Commander. Only under the most unusual circumstances will the DMSM be awarded as an impact award for outstanding achievement.

d. Joint Service Commendation Medal (JSCM). Awarded in the name of the Secretary of Defense to members of the Armed Forces of the United States who distinguished themselves by meritorious achievement or service. Approval authority is the JFHQ-NCR/USAMDW Commander.

e. Joint Service Achievement Medal (JSAM). Awarded in the name of the Secretary of Defense to members of the Armed Forces of the United States, below the grade of O6, whose meritorious achievement or service was accomplished with distinction. The JSAM *may not* be awarded for retirement. Approval authority is the JFHQ-NCR/USAMDW Commander.

### **2. Joint Civilian and Department of Air Force Civilian Decorations.**

a. Chairman of the Joint Chiefs of Staff (CJCS) Joint Distinguished Civilian Service Award (JDCSA). This award is the highest-ranking CJCS civilian service award under the approval authority of the Chairman. This award is granted to any Federal Government Civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman or any other Federal Government employee designated by the Chairman for service that far exceeds the contributions and service of others with comparable responsibilities and whose contributions are of a significantly broad scope. An employee can receive this award only once.

b. CJCS Joint Meritorious Civilian Service Award (JMCSA). This award is the second highest-ranking CJCS civilian service award under the approval authority of the Chairman. This award is granted to any Federal Government Civilian employee of the Joint Staff, combatant commands, joint organizations reporting to or through the Chairman or any other Federal Government employee designated by the Chairman who has provided exceptionally meritorious service of major significance to the DoD but less in scope or impact than is required for award of CJCS JDCSA.

c. Joint Civilian Service Commendation Award (JCSCA). This award is the highest-ranking joint civilian service award under the approval authority of the combatant commanders and heads of joint organizations; approval authority is the N-NC Commander. This award is granted to any Federal Government Civilian employee of the Joint Staff, combatant commands or joint organizations reporting to or through the Chairman or any other Federal Government employee assigned to Joint organizations and designated by the combatant commander or head of the joint organization who has provided commendable service/achievement of major significance to the DoD but less in scope or impact than is required for award of CJCS JMCSA.

d. Joint Civilian Service Achievement Award (JCSAA). This award is the second highest-ranking joint civilian service award under the approval authority of the combatant commanders and heads of joint organizations. NC Commander has delegated approval authority to JFHQ-NCR Commander to those Civilians assigned to the JFHQ-NCR. This award is granted to any Federal Government civilian employee of the Joint Staff, combatant commands, or joint organizations reporting to or through the Chairman or any other Federal Government employee assigned to Joint organizations and designated by the combatant commander or head of the joint organization who has provided commendable service/ achievement of major significance to the DoD but less in scope or impact than is required for award of the JCSCA. Receipt of this award may be the basis for nominating an employee for other recognition, such as for outstanding performance, but an individual cannot receive a Joint Service, CJCS and a SecDef award for the same service.

e. Decorations for Exceptional Civilian Service (DECS). Recognizes an individual or group for exceptional meritorious service of major significance to the Air Force in the performance of duties in a manner clearly exceptional to others. This award, on par with the military Distinguished Service Medal, approved by the Secretary of the Air Force (SAF) is the highest Air Force recognition granted to Civilian employees. This award is not appropriate for employees about to retire. Submit nominations within six months of the act or event IAW reference 1.a.

f. Outstanding Civilian Career Service Award (OCCSA). Recognizes outstanding career service meriting recognition at the time of retirement. This award is similar to the military Legion of Merit and the N-NC Commander is the approval authority. Submit nominations within 60 days of the desired presentation IAW reference 1.a.

g. Air Force Civilian Award for Valor (AFCAV). Recognizes acts of heroism, with voluntary risk of personal safety in the face of danger, either on or off the job. This award is equivalent to the military's Airmen's Medal and is approved by the SAF. Submit nominations within six months of the act or event IAW reference 1.a.

h. Meritorious Civilian Service Award (MCSA). Recognizes an individual or group for outstanding service to the Air Force in the performance of duties in an exemplary manner. This award is similar to the military Meritorious Service Medal and the NORTHCOM Deputy is the approval authority. Submit within six months of the act or event IAW reference 1.a.

i. Command Civilian Award for Valor (CCAV). Recognizes demonstrated unusual courage or competence in an emergency, either on or off the job but above the call of duty, that warrants special recognition, but does not rise to the level of an AFCAV. This award, equivalent to the Air Force Commendation Medal when awarded for courage/heroism. The NORTHCOM Deputy is the approval authority. Submit the nomination within six months of the act or event IAW reference 1.a.

j. Exemplary Civilian Service Award (ECSA). Recognizes an individual or group for clearly outstanding service in supporting a command mission for at least one year, or a single act that significantly contributed to command mission. This award is equivalent to the Air Force Commendation Medal. The JFHQ-NCR/USAMDW Commander is the approval authority. Submit within six months of the act or event IAW reference 1.a.

k. Air Force Civilian Achievement Award (CAA). Recognizes clearly outstanding service for a single, specific act or accomplishment in support of the unit's mission or goals. This award may be given at the time retirement and is equivalent to the military Air Force Achievement Medal. The JFHQ-NCR/USAMDW Commander is the approval authority. Submit within six months of the act or event IAW reference 1.a.

## **ANNEX C: DEPARTMENT OF THE ARMY AWARDS**

### **1. DA Military Awards.**

a. Legion of Merit. Awarded to any member of the Armed Forces of the United States who has distinguished himself or herself by exceptionally meritorious conduct in the performance of outstanding services and achievements. Performance of duties normal to the grade, branch, specialty, assignment, or experience of an individual is not an adequate basis for this award. The JFHQ-NCR/USAMDW Commander is the approval authority for those retiring and the U.S. Army Human Resources Command for all others.

b. Meritorious Service Medal (MSM). Awarded to any member of the Armed Forces of the United States or to any member of the Armed Forces of a friendly foreign nation who has distinguished himself or herself by outstanding meritorious achievement or service. The JFHQ-NCR/USAMDW Commander is the approval authority.

c. Army Commendation Medal (ARCOM). Awarded to any member of the Armed Forces of the United States who distinguishes himself or herself by heroism, meritorious achievement or meritorious service. Awards of the ARCOM may be made for acts of valor performed, which are of lesser degree than required for award of the Bronze Star Medal. These acts may involve aerial flight. The ARCOM may be awarded for acts of noncombatant-related heroism, which does not meet the requirements for an award of the Soldier's Medal. The JFHQ-NCR/USAMDW Commander is the approval authority.

d. Army Achievement Medal (AAM). Awarded to any member of the Armed Forces of the United States who distinguished himself or herself by meritorious service or achievement of a lesser degree than required for award of the ARCOM. The JFHQ-NCR/USAMDW Commander is the approval authority.

### **2. DA Civilian Awards.**

a. Decoration for Exceptional Civilian Service. This award, equivalent to the DSM, is granted by the Secretary of the Army (SA) to DA Civilians with an established pattern of excellence and achievement. Examples include, but are not limited to: accomplished assigned duties of major methods and procedures to DA in such a way as to have been clearly exceptional or preeminent among all persons; developed and improved major methods and procedures, developed significant inventions or was responsible for exceptional achievements that affected large-scale savings or were of major significance in advancing the mission of DA, DoD and the Federal Government.

b. Meritorious Civilian Service Award (MCSA). This award, equivalent to the Legion of Merit, granted by the SA or major commander (Commander MDW), to DA Civilians who have established a pattern of excellence, normally demonstrated by the receipt of lower level awards. Examples of achievement include: demonstrated unusual initiative and skill in devising new and



improved equipment, work methods, and procedures; inventions resulting in substantial savings in expenses such as manpower, time, and space or improved safety or health of the workforce.

c. Superior Civilian Service Award (SCSA). This award, equivalent to the MSM, is granted by any commander (Major General and above) or civilian equivalent for superior service or achievement or heroism of a lesser degree than that recognized by the MCSA. Employees who have established a pattern of excellence, normally recognized through previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

d. Commander's Award for Civilian Service (CACS). This award, equivalent to the ARCOM, is granted by any commander (Colonel and above) or Civilian equivalent for service or achievement of a lesser degree recognized by the SCSA. Employees who have established a pattern of excellence, normally recognized through previous receipt of one or more honorary or monetary performance awards, may be considered for this award.

e. Achievement Medal for Civilian Service. This award, equivalent to the AAM, is granted by any commander (Lieutenant Colonel and above) or Civilian equivalent, is awarded for noteworthy achievements of a lesser degree than those recognized by the CACS. Nominations normally covered either a period of sustained superior service or a level of achievement sufficient to warrant this recognition or both.

f. Certificate of Appreciation for Patriotic Civilian Service. This award, granted by the SA or any commander (Lieutenant Colonel and above) is awarded to individual employees or groups of employees for service that is not related to the official position(s) of the individual or group. Services provided must reflect patriotic off-duty activities of a public service nature contributing to the mission accomplishment of an Army element or to the welfare of Army personnel. The award may also recognize civilian employees for community service that reflects favorably on an Army activity or installation.

g. Civilian Award for Humanitarian Service. This award, granted by any commander at the MACOM level or higher to individuals who have distinguished themselves by meritorious "hands-on" participation in an act or operation of a humanitarian nature directed toward an individual or group of individuals.



## **ANNEX D: UNIT AWARDS**

Unit Awards. Unit awards recognize entire organizations for outstanding heroism or achievement performed during periods of war, international tension, national emergencies, or extraordinary situations that involve national interests. They are not intended to recognize single, individual actions, or the actions of a sub-element of a unit or organization, but instead to acknowledge the combined efforts of every member of a unit or organization.

a. Joint Meritorious Unit Award (JMUA). The JMUA recognizes Joint units and activities for meritorious achievement or service, superior to that which is normally expected. Only those members of the Armed Forces of the U.S. who were present at the time and directly participated in the service or achievement for 30 days or more shall be authorized wear of the JMUA ribbon. Members must be permanently assigned or attached by official orders to the Joint unit receiving the JMUA. CJCS is the approval authority. Refer to DoD 1348.33, Vol I for more information.

b. Army Superior Unit Award (ASUA). The ASUA may be awarded during peacetime for outstanding meritorious performance of a difficult and challenging mission carried out under extraordinary circumstances. Extraordinary is defined as "when they do not represent the normal day-to-day circumstances under which the unit normally performs its peacetime mission or may be reasonably expected to perform". The unit must display such outstanding devotion and superior performance of exceptionally difficult tasks to distinguish it apart from and above other units with like missions. The ASUA may be given for operations of a humanitarian character. The award is designed for battalion-size and smaller or comparable units, but, under most circumstances, headquarters type units would not be eligible. Awards to units larger than battalion size would be infrequent. The ASUA is approved by the Deputy Chief of Staff, G-1.

## ANNEX E: HEADQUARTERS COMMAND AWARDS COMPETITION

1. Command Awards. This annex describes the kinds of awards, award periods, selection criteria, and recommendation process, for NORAD/USNORTHCOM and JFHQ-NCR/USAMDW Headquarters Command Awards programs.

2. N-NC Annual Military and Civilian Awards Program. The N-NC Command Annual award nominees compete in a highly competitive selection board to recognize the significant impact the nominees have had on the NORAD and/or USNORTHCOM missions. Per reference 1.b, nominees must be on the JTD/JMD/JTMD and have served for at least 180 days to be eligible. (Those assigned to the JFHQ-NCR are eligible to compete.) If promoted during the nominating period, nominees will compete in the category for the grade held during the majority of the nominating period. O5/E8 promoted/frocked to O6/E9 are ineligible for consideration. N-NC Awards Committee will task all units announcing submission timelines and nomination format. Individuals will compete in the following categories:

a. Military Personnel: Company Grade Officer/Warrant Officer (WO1-O3), Field Grade Officer (O4-O5), Enlisted Category I (E1-E4), Junior NCO Category II (E5-E6), and Senior NCO (E7-E8).

b. Civilian Personnel: Category I (GS/GG 1-8); Category II (GS/GG 9-11), and Category III (GS/GG 12-14).

3. JFHQ-NCR/USAMDW Headquarters Awards Program. In addition to the N-NC Annual Military and Civilian Awards program, outstanding JFHQ-NCR and USAMDW Headquarters personnel will be recognized semi-annually and annually in the following categories:

<u>Grades</u>	<u>Category</u>	<u>NC Categories</u>	<u>Svc</u>	<u>Conduct Semi- Annually</u>	<u>Conduct Annually**</u>	<u>Board</u>	<u>Plaques/Trophies</u>
E1-E4	Guardian Award for En Svc Mbr	EN Cat I: E1-E4	Army	X	X	Face-to-Face Bd	0 Perpetual Plaque & 1 Trophy
E5-E6	Sentinel Award for Jr NCO	EN Cat II: E5-E6	All	X	X	Face-to-Face Bd	0 Perpetual Plaque & 1 Trophy
E7-E8	GEN McNair Award for Sr NCO	EN Cat III: E7-E8	All	X	X	Face-to-Face Bd	0 Perpetual Plaque & 1 Trophy
O1-O3	Sentinel Award for Co Grd Off	Co Grd: O1-O3	All	X	X	Face-to-Face Bd	1 Perpetual Plaque & 1 Trophy
O4-O5	GEN McNair Award for Fld Grd Off	Fld Grd: O4-O5	All	X	X	Face-to-Face Bd	1 Perpetual Plaque & 1 Trophy
GS/GG1-8/NAF1-2	Guardian Award for Cat I Civ	Cat I: GS 1-8	Army/AF				
GS/GG9-11/NAF3-4	Sentinel Award for Cat II Civ	Cat II: GS 9-11	Army/AF	X	X	Paper Bd	1 Perpetual Plaque & 1 Trophy
GS/GG12-14/NAF5	GEN McNair Award for Cat III Civ	Cat III: GS 12-14	Army/AF	X	X	Paper Bd	1 Perpetual Plaque & 1 Trophy
All	Family of the Year	n/a	All		X	Paper Bd	1 Family Trophy

\* The Semi-Annual Boards will convene on or about 31 Jan and 31 Jul

4. The Director of Human Resource, J/G1 will publish guidelines, nominating format and timelines two months prior to the selection month to Directors and Staff Principals.
5. A Quality Review Board (QRB) will meet by the 21<sup>st</sup> of the selection month, to review package(s) and submit selectee(s) by category to the CG for approval. The QRB will consist of the DCDR, who will serve as its Chairperson, the Chief Staff, the Command Surgeon, and the Command Sergeant Major for the Family and all enlisted categories.
6. Subordinate commanders are encouraged to have a similar awards program.

## **ANNEX F: SAFETY AWARDS PROGRAM**

1. Service-specific safety awards. In addition to the other awards described in this policy, Services have established safety awards programs that are used to recognize organizations', Servicemembers' and Civilians' accomplishments in accident prevention and risk management. Army safety awards are described in DA Pam 385-10. Air Force safety awards are described in Air Force Instruction 36-2833. Navy safety awards are described in SECNAV Instruction 5305.4B, and this program is supplemented by the Marine Corps per Marine Corps Order 5100.32A.

2. JFHQ-NCR/USAMDW level safety awards. The CG, JFHQ-NCR/USAMDW is the approval authority for the following awards. Nominations will be endorsed by each level of command and submitted by 15 November of each year.

a. JFHQ-NCR/USAMDW Accident Prevention Award. This award will recognize a unit below the JFHQ-NCR/USAMDW level that has demonstrated exceptional safety performance over a 12 month period or during a significant operation or exercise. A plaque or trophy will be the award. Nominations should include demonstrations of safety performance or accident prevention efforts. Information that may be used to support the nomination is listed below:

- (1) The unit's mission, location, type and number of assigned personnel.
- (2) The command's support of higher headquarters and DA safety campaigns.
- (3) Accident statistics.
- (4) Major accomplishments (for example, the completion of 12 consecutive months, a major training exercise or deployment without experiencing a class A, B, or C accident).
- (5) Methods used to affect or sustain accident reductions.
- (6) Strategies, controls or policies that have contributed to successes.
- (7) Proactive measures taken to enhance the implementation of risk management or other safety policies.
- (8) Command involvement and support of the safety program.

b. JFHQ-NCR/USAMDW Individual Award for Excellence in Safety. This award will recognize an individual (military, civilian or contractor) that has made a significant contribution to the organization's accident prevention effort. A certificate, plaque or trophy will be the award. Nominations should include a description of the significant contribution(s) and the results. Information that may be used to support the nomination is listed below:

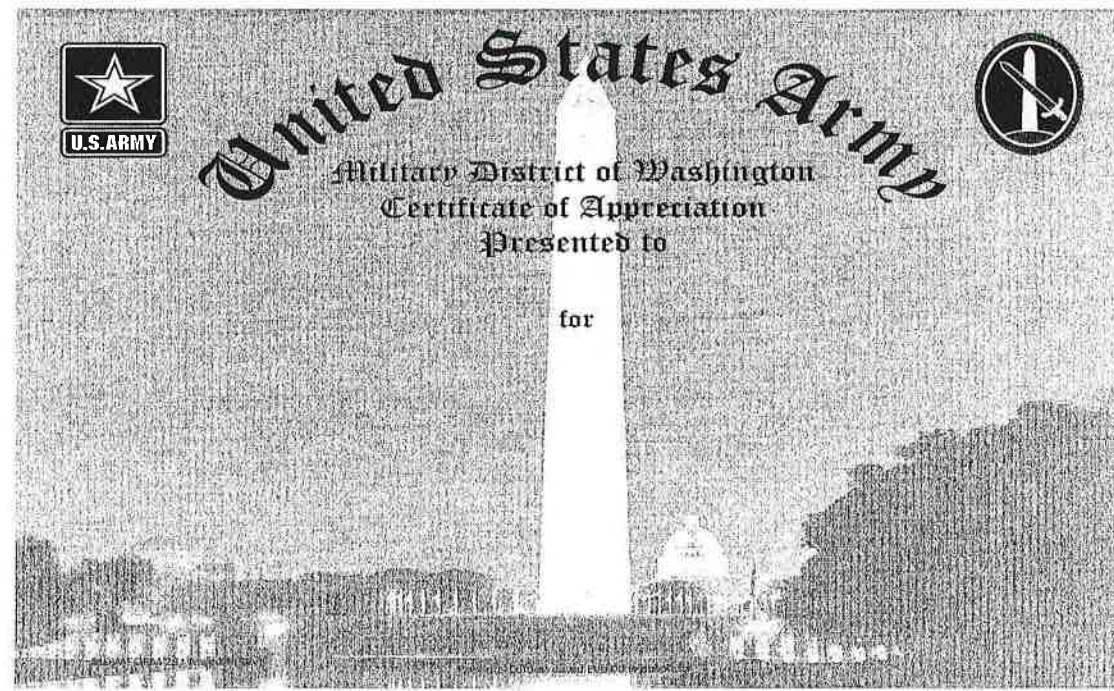
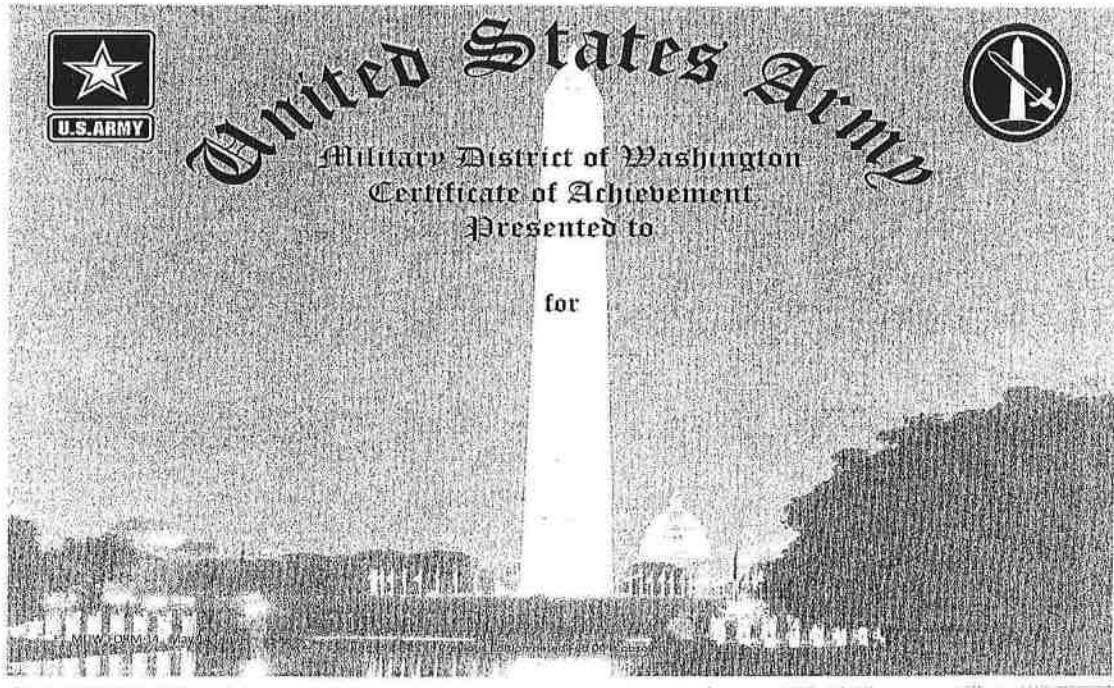
- (1) Personal involvement or achievements that led to a reduction in accidents.
- (2) The implementation of a safety program or initiative that resulted in increased safety awareness, improved morale and/or increased readiness.
- (3) Support of and participation in higher headquarters or DA safety initiatives.
- (4) A discussion of the individual's job and the organization's mission, location and number and type of assigned personnel as it relates to the significant contribution and the safety program.



## ANNEX G: CERTIFICATES







**ANNEX H: MILITARY AND CIVILIAN POLICE OFFICER OF THE YEAR/DIRECTORATE OF EMERGENCY SERVICES BEST PRACTICES AWARD PROGRAM (ORDER OF THE ENFORCER AWARD)**

1. Recognition of the U.S. Army Military District of Washington's (USAMDW) Military Police (MP) and Department of the Army Civilian Police (DACP) Officer of the Year as well as recognizing the Directorate of Emergency Services (DES) which had the best business practice during the calendar year. The objective of this program is to recognize employees with superior work records and/or those who perform meritorious acts or services, on or off duty, which contribute to the mission, quality of life of USAMDW, or its role as a good neighbor in the community.

2. Personnel assigned to a USAMDW MP Company/Detachment or DES and each DES (best business practice) are eligible to be nominated.

a. Nomination period will be 1-31 January. Each USAMDW installation may nominate one MP and one DACP for this award and their best DES business practice. The DES/PM and Company /Detachment Command Team must coordinate so that only one nomination comes from their installation.

b. Nominations will be submitted in memorandum format and be submitted by electronic mail no later than 1500 31 January.

c. A panel chaired by the USAMDW Provost Marshal will review each nomination and select one MP, one DACP, and a DES to be recognized.

d. The MP, DACP, and DES selected will be recognized at the 2nd Quarter USAMDW Town Hall and will be presented with an informal recognition award which conveys a sense of unit and/or personal accomplishment and pride in the MP Corps/Army:

(1) USAMDW Military Police (MP) Officer of the Year. WWII era MP Soldier "Keep 'em Moving" statue mounted on a brick pediment base. A brass plate will be mounted on the statue's base engraved with the Soldier's rank, name and the calendar year of the award.

(2) USAMDW Department of the Army Civilian Police (DACP) Officer of the Year. Statue of a civilian police officer mounted on a wooden base. A brass plate will be mounted on the statue's wooden base engraved with the DACP's rank, name and the calendar year of the award.

(3) Directorate of Emergency Services Best Practice of the Year (Installation/Organization Level). Statue of two MP Corps "Crossed Pistols" mounted on brick pediments on a black resin base. The statue represents the crossed pistol archway over the entryway to the MP Regiment's Memorial Grove at Fort Leonard Wood, Missouri. The archway is known as the "Gateway to the Regiment". A brass plate is mounted on the statue's base engraved with the words "Directorate of Emergency Services Best Practice Award", DES organization and installation, and the calendar year of the award.

3. Point of contact for the above is the Provost Marshal/Protection Directorate, United States Army Military District of Washington.



## **ANNEX I: COMMANDER'S RETENTION AWARDS PROGRAM**

1. The Command's Retention Office is responsible for all matters related to the Command's Retention Program and the Retention Awards Policy.

a. Unit Commanders will develop and implement an Army Retention Incentive Program, enhancing mission accomplishment, recognizing those persons who either, reenlist, extend under the Bonus Extension and Retraining (BEAR) Program, special programs, or enlist/transfer into a Reserve Component (RC) unit. Specifically, the commander will offer incentives, or additional incentives, to Soldiers reenlisting in the Active Army or affiliating with the RC. The program will be announced by a memorandum dated and signed by the current commander. The memorandum will be maintained by the additional duty Retention NCO, well publicized throughout the unit, and posted on the unit retention bulletin board.

b. In addition, commanders will provide a three day pass for all servicemembers who comply with paragraph 1a mentioned above. If the servicemember cannot use his or her incentives immediately due to mission requirements, the unit commander will ensure that he/she receives those incentives as soon as the mission allows.

c. Commanders will encourage maximum attendance at reenlistment ceremonies by the servicemember's coworkers and fellow unit members.

d. Retention awards for unit and career counselors recognize outstanding retention efforts on an annual basis. It is established to encourage maximum command involvement, support and interest at all levels of command. Awards for units and career counselors will be presented annually as follows:

(1) Each unit achieving its retention mission in all assigned categories will receive appropriate recognition.

(2) Career Counselors achieving their assigned objectives in all categories will be recognized accordingly.

2. Units accomplishing reenlistments in the Regular Army, extensions under the BEAR program and agreements to transition into a Reserve Component unit, during an award period for which no goal is assigned, will be given appropriate recognition.

3. Point of contact for the above is the Retention Office, United States Army Military District of Washington.